

Merrill Public Library

Personnel Policy

The employment practices of the Merrill Public Library are to recruit and hire employees without discrimination of race, creed, color, religion, age, sex, national origin, or sexual orientation. All employees are to be treated equally with respect to compensation and opportunities for advancement.

Section 1: Library Director Recruitment, Hiring, Evaluation

The Library will advertise the open Director position in the Merrill city newsletter, on the Merrill website, in the Merrill Post Office, and at City Hall. All applicants are expected to supply the information requested on the application forms. Personal interviews are required for all potential hires and are an important element of the selection process. The Board of Trustees will be responsible for seeking applicants, interviewing and hiring, and annually evaluating the Director.

Section 2: Library Director Job Description

Board Relations:

- Works cooperatively with the Library Board of Trustees; prepares and distributes various reports prior to each board meeting (Director's report, financial report, library activity reports, etc.); attends Library Board meetings.
- Makes recommendations to the Board on Library policies.
- Prepares annual statistical report for the Board, City, County, and State.
- Keeps all records of financial data (checking accounts, petty cash, savings accounts).
- Keeps Board informed of library-related news, events, and opportunities.

Staff Management:

- Hires, supervises, and evaluates part-time staff.

Collection Management:

- Reads publications and media to keep abreast of new materials.
- Orders books and other library materials.
- Catalogs and processes library materials.
- Maintains the appearance of the collection and ensure systematic weeding of materials.
- Processes Interlibrary Loan requests.
- Repairs library materials when appropriate.
- Keeps card catalogs up to date.
- Shelves materials.

Facilities Management:

- Oversees the physical upkeep of the property.
- Maintains a neat and attractive library, which may include posters, bulletin boards, displays, furnishings, etc.

Technology Management:

- Assists patrons with using library computers; assists patrons with accessing the library's wireless network.
- Updates City website about library news.
- Oversees computer maintenance.

Library Services Management:

- Plans and implements library programs.
- Ensures participation in statewide library programs (as prescribed by State Library of Iowa); submits required reports re: statewide library programs.
- Registers patrons.
- Keeps circulation records; collects and records fines; handles overdue notices.
- Writes library news articles for local newsletter and city website.
- Actively participates in fund-raising events of library.
- Supervises library public relations.
- Attends continuing education classes.

Knowledge, Skills and Abilities:

- High School diploma and current public library certification (or completion of Public Library Management 1 and 2 courses within 15 months or less).
- Additional education and/or previous library work experience preferred.
- Skillful with a variety of computer software applications and social media communication.
- Excellent oral and written communication skills required.
- Approachability, friendliness, self-motivation, dependability, and responsibility necessary.
- Library Director is required to obtain public library certifications (as prescribed by State Library of Iowa) and maintain certification through on-going continuing education.

Physical Environment/Physical Requirements of the Job:

- Requires frequent standing, bending, reaching, stooping, kneeling, and lifting of up to 20 pounds.

This is a part-time position averaging 20 hours per week which are shared with part-time staff.

Section 3: Staff Recruitment, Hiring, Evaluation

Vacancies will be posted in the Merrill City newsletter, on the Merrill website, in the Merrill Post Office, and at City Hall. All applicants are expected to supply the information requested on the application forms. Personal interviews are required for all potential hires and are an important element of the selection process. All hiring decisions of Staff are made by the Library Director.

Each new employee is considered on probation for the first six months of employment. The Library Director may terminate the employee during the probationary period without advance notice or right of appeal. During the probationary period, a preliminary evaluation is made by the Director at the end of the 3rd month. Evaluations of all library staff are made yearly by the Director in the month of the employee's anniversary date.

A written evaluation shall be conducted annually for every employee. Following the evaluation interview, the employee shall acknowledge receipt of a copy of the performance evaluation by signing the document. Signing the performance evaluation does not express or imply that the employee agrees with the information contained in the report. An employee is entitled to respond in writing to anything contained in the evaluation. An employee's written response shall be included in his/her personnel file. The evaluation will take into account the employee's responsibilities and performance.

Section 4: Staff Job Description

Hours of work are scheduled to meet the requirements of the Library. Employees are to be at their places of duty ready for work at the time assigned and are to remain until the Library closes for the day. When an employee is unable to report to work on time, the Director should be notified as far in advance as possible, and always before the time the employee is to report to work.

Responsibilities:

- Greet patrons.
- Check books out and in at Circulation Desk.
- Retrieve books from outside Book Drop.
- Shelve books.
- Prepare new books for shelf.
- Keep tally of information needed for Annual Report.
- Assist patrons in finding materials.
- Keep Circulation Desk and Library in clean and neat order.
- Vacuum and dust as needed.
- Wear neat and clean clothing appropriate for meeting public in Library environment.
- Any other duties assigned by Director.

Section 5: Personnel Files

The Merrill Public Library maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, evaluations, salary increases, and other employment

records. Personnel files are the property of the City of Merrill, and access to the information they contain is restricted. Generally only the Director is allowed to review Staff personnel files. Requests for personnel records under public records laws are evaluated on a case-by-case basis pursuant to applicable law.

Section 6: Resignation/Retirement

Employees must submit a written notice of resignation to the Director if they are planning to discontinue employment. A two-week notice is required, and a one month notice is recommended.

Section 7: Continuing Education

Because continued education is vital to effective Library service, the Library encourages its staff to seek additional training .Programs may include courses, seminars, workshops, demonstrations, assignment of reading matter, or other methods available to improve the effectiveness and broaden the knowledge of employees in the performance of their duties. Course fees, mileage, meals, lodging and staff time will be paid for by the Library, if needed, and approved in advance by the Board. Receipts will be required for reimbursement.

Section 8: Employee Relations and Conduct

Positive working relationships are essential to deliver Library services to patrons and to the well-being of all employees. Employees are expected to conduct themselves in a professional, civil, and courteous manner whether interacting with the public or with fellow employees. Behaviors which tend to create a hostile work environment are prohibited. These include, but are not limited to, rudeness or discourtesy, malicious gossip, false allegations or providing false information about an employee, refusing to communicate including deliberate failure to share necessary job-related information, and avoidance or “shunning”. The primary focus of this policy is on patterns of behavior. Violation of this policy, including refusal to cooperate in corrective effort by management, may result in disciplinary action.

Section 9: Disciplinary Action

An employee who fails to maintain proper standards of conduct as outlined in this policy or in procedure, shall be subject to disciplinary action up to and including discharge.

Employee discipline shall in all cases be based on just cause and accompanied by a written notice of the specific acts or omissions upon which the discipline is based.

If the Director (or Board, in the case of the Director) intends to suspend, demote, or discharge an employee for cause, the employee shall be provided with a written notice of intent to discipline. Such notice shall state the act or omission upon which the disciplinary action is based, shall inform the employee of the date on which action is based, and shall inform the employee of the date and time of the employee's pre-disciplinary hearing. The employee shall be advised that he/she shall have the opportunity at the pre-disciplinary hearing to present reasons why the proposed discipline should not occur. The employee may request the presence of another person at the hearing. AT the conclusion of the hearing, the employee will be informed if the proposed discipline will occur.

Forms of Action:

- **Oral Reprimand:**
The Director shall issue an oral reprimand to put the employee on notice that his/her performance or conduct is substandard and advise the employee of the expected levels of conduct. A written record of the oral warning shall be made and put in employee's file. Continued substandard conduct or performance may warrant a higher degree of discipline.
- **Written Reprimand:**
In the case of a more serious offense or where an employee's performance or conduct has not improved as a result of one or more oral reprimands, the Director shall issue a written reprimand. This written record puts the employee on notice that his/her performance or conduct is unacceptable, and documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Continued substandard conduct or performance may warrant a higher degree of discipline.

- Discharge:
After three written reprimands or with just cause, the Director (or Board, in the case of the Director) may discharge an employee at any point in the disciplinary process.

Section 10: Grievances:

The grievance should be discussed informally between the staff member and the Director within a week of the occurrence. An oral response by the Director should be given within 5 business days of the discussion.

If a grievance is not settled informally, the aggrieved employee may appeal through a written statement to the Director. The statement should specify the problem and the desired outcome. After investigation, the Director will issue a written decision within 5 business days.

If the grievance is not settled, an appeal may be made to the Library Board. Written notice of appeal must be submitted to the Board President. The written notice should be signed by the employee and contain a specific statement of the situation and outcome desired. The Library Board will consider the grievance at the next regular meeting. The aggrieved employee may attend. The decision of the Board is considered final.

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